



**STATE OF CONNECTICUT  
DIVISION OF CRIMINAL JUSTICE  
JOB OPPORTUNITY**

**OFFICE OF THE CHIEF STATE'S ATTORNEY  
DIRECTOR OF HUMAN RESOURCES**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS**

**ON THE LAST PAGE.**

OPEN TO: The Public  
LOCATION: 300 Corporate Place, Rocky Hill, CT 06067  
HOURS: 8:00 a.m. – 5:00 p.m.  
SALARY RANGE: \$92,634 - \$127,022  
CLOSING DATE: May 15, 2014

The Division of Criminal Justice is currently recruiting for a Director of Human Resources. The person selected for this position will receive administrative direction from the Deputy Chief State's Attorney for Personnel, Finance and Administration.

**GENERAL STATEMENT OF DUTIES:**

The Director of Human Resources serves as the highest level human resources professional for a State agency with 500 authorized full time positions and approximately 50 temporary positions working in nearly 50 locations throughout the State. The Director is responsible for human resources functions including, but not limited to, recruitment, selection, employee counseling, benefits, retention, performance management, FMLA administration, labor relations, workforce and organizational planning, classification and compensation, safety, training, payroll, staff development, workers' compensation administration and contract negotiation. May also have responsibility for equal employment opportunity functions. The Director of Human Resources serves as a senior member of the Division's leadership team.

**EXAMPLE OF DUTIES:**

Directs staff and operations of a comprehensive human resources management program; coordinates, plans and manages human resources activities; formulates program goals and objectives; develops and implements agency human resource policies; interprets, administers and ensures compliance with state and federal human resources, employment and equal opportunity laws, regulations, policies and procedures; evaluates staff; maintains contacts with individuals within and outside of the agency who might impact on human resources activities; provides staff training and assistance; interprets and ensures adherence to collective bargaining agreements; advises administrative officials, managers and supervisors regarding labor relations, human resources policy and procedure, proper planning to ensure alignment of human resources activities with organizational goals and strategies; participates in reviewing and updating the Division's policy manual in those areas impacting human resources; proactively plans to address emerging agency human resources needs including workforce planning; performs related duties as required.

**QUALIFICATIONS:****Knowledge, Skill and Ability:**

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of public human resources administration; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of labor relations; considerable knowledge of the principles and practices of classification and organizational design; knowledge of principles and practices of compensation; knowledge of occupational safety and health; knowledge of payroll procedures and operations; knowledge of employment practices related to civil rights, equal employment opportunity or affirmative action plans and programs; considerable written and oral communication skills; considerable interpersonal skills; considerable negotiation and conflict resolution skills; considerable ability to analyze and interpret laws, statutes, regulations, policies and collective bargaining agreements; considerable ability to develop and implement agency-wide policy; ability to strategically plan including succession planning and aligning human resources to agency goals and objectives; ability to apply organizational development principles and practices; ability to apply innovative solutions to organizational problems.

**General Experience:**

Nine (9) years of experience in human resource management.

**Special Experience:**

Two (2) years of the General Experience must have been as a working supervisor over a full range of human resources management functions, or as a specialist responsible for performing highly complex agency wide labor and employee relations activities. For state employees, this is interpreted at the level of Principal Human Resources Specialist.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Law Degree or a Master's degree in Public Administration, Human Resources Management, Labor Relations, Industrial/Organizational Psychology or other closely related field may be substituted for one (1) additional year of the General Experience.
3. Four (4) years as a DCJ Human Resources Specialist will substitute for the General and Special Experience.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class must successfully complete the State of Connecticut Certification in Human Resources Management Program within (6) months of appointment.
2. Incumbents in this class may be required to travel.

**Preferred Experience and Training:**

Demonstrated knowledge of and ability to apply management principles and techniques;  
Demonstrated knowledge of public human resources administration;  
Demonstrated knowledge of labor relations;  
Demonstrated knowledge of and ability to apply relevant State and Federal laws, statutes and regulations;

Demonstrated knowledge of the principles and practices of classification and organizational design;  
Demonstrated knowledge of the principles and practices of compensation;  
Demonstrated knowledge of occupational safety and health;  
Demonstrated knowledge of payroll procedures and operations;  
Demonstrated knowledge of employment practices related to civil rights; equal employment opportunity or affirmative action plans and programs;  
Demonstrated ability to strategically plan including succession planning and aligning human resources to agency goals and objectives;  
Demonstrated ability to apply innovative solutions to organizational problems;  
Demonstrated experience in supervising professionals;  
Demonstrated experience in planning and policy decision making;  
Experience with PeopleSoft IT Software and/or CORE-CT;  
Preference will be given to candidates with a law degree.

**APPLICATION PROCEDURE:**

Division of Criminal Justice application forms must be completed by all applicants. These forms may be downloaded from the Division web site at [www.ct.gov/csao](http://www.ct.gov/csao). Please send application forms along with resumes and a cover letter outlining your qualifications to: John J. Russotto, Deputy Chief State's Attorney, Office of the Chief State's Attorney, 300 Corporate Place, Rocky Hill, CT 06067, Attn: Director Of Human Resources.(PCN **4981**). In addition, candidates should submit three (3) letters from current professional references. Candidates with current state service are required to submit their last two (2) service ratings and copies of their attendance records for 2012 and 2013. Application packages must be postmarked by **May 15, 2014**. Applications received by e-mail or facsimile will not be accepted.